

DEPUTY FIRE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible administrative and supervisory position, the major duty of which involves directing the activities of all fire suppression personnel. The employee of this class is responsible for supervision in assignment of leave and care and maintenance of stations and equipment. In addition, the deputy fire chief is responsible for department public relations and takes command of emergency scene operations when required, directing the activities of all subordinate personnel and the use of all department equipment. The deputy fire chief works with a high degree of independence, reporting to and having work reviewed by the Fire Chief. This class ranks directly below that of Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages department operations on any shift and performs the duties of the Fire Chief in his absence. Recommends goals and objectives for consideration to the Fire Chief and participates in the research and planning for the department. Collaborates with the Fire Chief on organizing department operations related to equipment, and manages the planning and organization of departmental operations having to do with personnel. Conducts inspections of department divisions, observes department operations, and improves any problem areas. Plans and organizes equipment and personnel operations, as well as monitors local conditions which may become fire hazards. Participates in educational events to keep informed on modern administrative and firefighting practices, and attends all meetings required by the governing authority. Recommends changes in department operations that will help the department to obtain favorable PIAL ratings. Studies new laws and regulations to determine if changes in department policies and procedures are needed.

Supervises department positions comprising of fire suppression, training, and fire service support classifications. Delegates authority where appropriate for more effective operation of the department. Investigates complaints against department personnel, participates in developing a personnel recruitment and selection program. Investigates all accidents involving department personnel. Promotes peace and harmony in the department by maintaining discipline, works with boards and agencies that affect employee careers, and holds meetings with fire department personnel. Inspects the appearance of subordinates and equipment, assigns work

areas, approves leave, reviews reports, and evaluates work performance. Discusses subordinates' work performance with superiors and provides assistance to subordinates in technical areas of work. Resolves employee complaints, writes evaluation reports, counsels those experiencing problems and recommends disciplinary action.

Develops a training program for the department, sees that it is properly supplied, and provides for regular employee training at all levels. Conducts training in the classroom, and provides informal, on-the-job training. Performs and supervises training in basic fire fighting, equipment, hose handling, rescue and EMS. Handles training in pre-fire planning, forcible entry, water supplies, ventilation, and salvage and overhaul. Directs training in hazardous materials, supervision, investigation, and safety.

Supervises the general care and maintenance of fire fighting equipment and directs the testing of equipment to ensure that it meets all applicable standards. Assigns specific tasks to the most qualified personnel. Writes specifications for new department equipment, prepares specifications for public bid, and oversees the bidding process. Meets with sales representatives, maintains an inventory of supplies, orders needed supplies and distributes supplies among personnel, and makes recommendations on major department purchases.

Reads and replies to department correspondence. Aids the Fire Chief in reviewing legislation affecting the fire department and formulates position statements for the department to use. Writes articles for publication, composes letters in response to requests to the department, and gives demonstrations to the public. Conducts polls and surveys regarding the fire service, and recommends any needed policy changes based on that data. Assists the Fire Chief by acting as department representative to the news media, answers questions for the public about fire department operations, and conducts group tours of department facilities. Coordinates public relations projects and the work of the department with related agencies. Testifies in court when required.

Aids the Fire Chief in managing the assets of the department and assists with preparing and submitting a department operating budget. Assists the Fire Chief in preparing expenditure estimates, authorizes the expenditure of funds, and purchases equipment and supplies within the established budget. Collaborates with the Chief on what department information should be recorded and in what form that information should be kept. Writes request for funds to aid the department.

Responds to emergency calls, supervising employees at the scene. Performs size-up of emergency and directs rescue operations, ventilation, forcible entry, pump operations, and water supplies. Oversees salvage, overhaul and EMS at the scene, as well as personally acting as part of the fire attack team. Takes charge of all safety procedures at the scene, participates in handling hazardous materials, and maintains communications. Provides for the

needs of personnel at the incident and acts as coordinator between department employees and law enforcement.

Visits local structures to collect pre-fire planning information and investigates the causes of a fire to determine if the result was suspected arson. Supervises the fire scene to ensure that any evidence of suspected arson is preserved.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Fire Captain for at least five (5) years immediately preceding closing date for application to the board.